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0 4 JAN 1988

MEMORANDUM FOR: Director of Logistics

FROM:

Procurement Executive, OL

SUBJECT:

25X1

OL Reorganization - First Quarter Implementation

This memorandum summarizes progress made on the Office of Logistics Reorganization First Quarter Objectives.

1. Objective: Establish Procurement Executive Position

A draft position description was prepared and is currently being reviewed by Chief, Personnel & Training Staff, OL (C/P&TS/OL). Upon completion of the P&TS review, the position description will be forwarded to the Office of Personnel for its review and approval.

2. Objective: Revise the Executive Officer Position

A draft position description was prepared and is currently being reviewed by C/P&TS/OL. Upon completion of the P&TS/OL review, the position description will be forwarded to the Office of Personnel for its review and approval.

3. Objective: Transfer Small Purchases Section, GPB/PD/OL to Supply Division/OL (SD/OL)

I reviewed the mission and functions of Small Purchases Section, General Procurement Branch, Procurement Division, OL (SPS/GPB/PD/OL) and held discussions with appropriate PD/OL and SD/OL managers concerning the makeup and operation of SPS. There was agreement that a Procurement Officer should continue to be assigned to the new SPB/SD to ensure that there will be no problem in understanding and following the Federal Acquisition Regulation Small Purchase Procedures.

The current Table of Organization for SPS/GPB consists of the following:

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CONFIDENTIAL

SUBJECT: OL Reorganization - First Quarter Implementation

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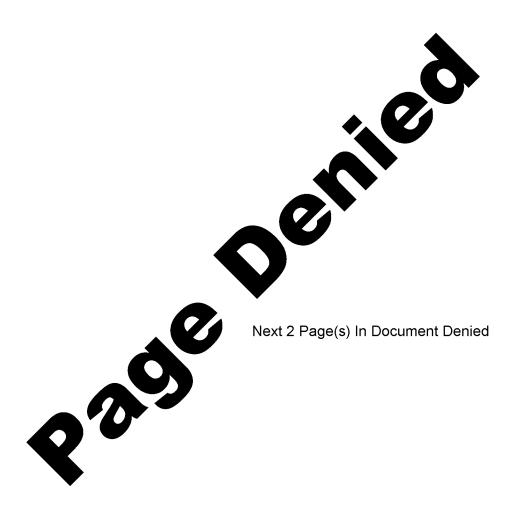
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(5/6 Jan 88)

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## ITEM OF INTEREST

Transfer of Small Purchases Section, GPB/PD/OL

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CONFIDENTIAL

6 JAN 1989

MEMORANDUM FOR: Chief, Procurement Division, OL

Chief, Supply Division, OL

FROM:

John M. Ray

Director of Logistics

SUBJECT:

Transfer of Small Purchases Section,

GPB/PD/OL to Supply Division/OL

- 1. Effective 8 January 1988, the Small Purchases Section, General Procurement Branch, Procurement Division, OL, is transferred to Logistics Operations Center, Supply Division, OL. The unit will be renamed Small Purchases Branch/LOC/SD/OL.
- 2. The staffing of the Small Purchases Branch (SPB) will be the responsibility of C/SD/OL. However, at least one procurement officer will always be assigned to the unit. That officer will ensure that the unit adheres to the Federal Acquisition Regulation System (FARS), Subchapter C, Part 13 Small Purchase and Other Simplified Purchase Procedures.
- 3. The attached sets forth the Mission and Functions of the Small Purchases Branch/LOC/SD/OL. As you are aware, it is intended that the type of purchasing conducted by this unit will ultimately be transferred to Services Group when that unit becomes fully operational.
- 4. Chief, PD/OL will work out a satisfactory rotational schedule for those MLM personnel who are presently staffing the unit. Chief, SD/OL will see to the staffing of vacant positions within the unit.

Attachment

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John M. Ray

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